

MANHEIM TOWNSHIP HIGH SCHOOL

Home of the Blue Streaks



2023-2024 STUDENT HANDBOOK

Manheim Township School District Mission

*The Mission of the Manheim Township School District
is to Nurture and Challenge for Success.*

Alma Mater

**Hail Manheim Township High! Of thee we sing.
O'er all the wide, wide world thy praises ring.
To thee we pledge our love and loyalty.
Hail Alma Mater! A song to thee.**

**Dear Manheim Township High, thy colors blue and white.
Lead on to victory and truth and right.
May they float proudly, and guide our every deed.
Onward and upward, thy colors lead.**

**To Manheim Township High, to thy glory and thy fame,
To all the hearts that love and cherish thy name,
Fostering Mother, we sing our praise to thee.
May it ring loud and long from sea to sea.**

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Manheim Township North Star Statement

To create a welcoming and supportive environment where all students, staff, and families feel a sense of belonging.

Manheim Township School District Mission

The Mission of the Manheim Township School District is to nurture and challenge for success.

Manheim Township High School Vision Statement

Manheim Township High School is committed to the achievement of each individual's potential by providing...

A nurturing learning community that:

- Provides safety and mutual respect
- Stimulates curiosity and creativity
- Promotes personal integrity
- Encourages good citizenship

A challenging learning community that:

- Establishes high expectations and promotes individual achievement
- Encourages critical thinking and problem solving
- Inspires lifelong learning

Provides opportunities for extracurricular experiences

- Facilitates collaborative communication
- Embraces the richness of diversity

Shared Values – we believe that our learners...

- Thrive best in a safe and nurturing environment
- Form strong partnerships among home, school, and community
- Approach life with strong personal convictions and ethical behavior
- Invest in their own learning
- Grow when challenged with high expectations
- Contribute to and benefit from a diverse learning community
- Embrace change and innovation

Manheim Township High School Vision for Learning

MTHS is an environment that embraces diversity while promoting a sense of self and community. We will nurture and challenge our students to reach their full potential both personally and academically. Our mission is to ensure our students are life-ready graduates, empowering citizens, and lifelong learners

Note: The MTHS Student Handbook gives students and parents/guardians an understanding of the general rules and guidelines for attending and receiving an education at MT. In case of a discrepancy between a board policy or revised administrative guideline and the provisions of this handbook, the policy/guideline most recently adopted or revised shall prevail. The handbook is not a contract between the school and parents/guardians and students and can be amended at any time. Changes enacted during the school year will be communicated to students/guardians, staff and parents via bulletins, newsletters and the school website.

MTHS STUDENT HANDBOOK 2023-2024

L. ACADEMIC INFORMATION

All information regarding the Manheim Township High School graduation requirements, grading system, and scheduling of courses can be found in the [Education Planning Guide](#). Copies are also available at the high school in both the school counseling and main offices.

Administration

Mr. David Rilatt	Building Principal
Ms. Laura Rakoczy	Assistant Principal – Students A-Ha
Mrs. Lisa Lyons	Acting Building Principal – Students He-Pa
Mrs. Tara Newhouse	Assistant Principal - Students Pe-Z
Mr. Mark Reinhardt	Interim Assistant Principal
Mr. Matthew Johns	Dean of Students – Grades 9-12
Mr. Timothy Hollenback	Athletic Director

Assessment Framework & Guidelines

MTSD K-12 Assessment Philosophy - *To nurture and challenge all learners for success, we believe the purpose of assessment is to measure and communicate progress and achievement toward mastery of core concepts and standards.*

Assessment should be a collaborative process between learners and teachers with support from families.

Categories for Academic Grades

All assignments given throughout a marking period will be aligned with one of these three categories:

Homework – 5%

Formative Assessments – 35%

Summative Assessments – 60%

To ensure that grades fairly and accurately reflect a student's achievement, teachers will provide multiple graded opportunities in each marking period and update their gradebooks regularly.

There must be a **minimum** of three assignments/assessments in each required gradebook category (formative assessments, summative assessments, and homework, if graded). If homework is not assigned in a particular course, the 5% homework weighting will **not** be factored into the student's grade. As a result, those courses will exhibit **slightly higher** weighting in the formative and summative assessment categories.

Grading Scale

In grades 5-8, students will receive percentage grades on their report cards based upon the following scale:

97-100 = A+
93-96 = A
90-92 = A-
87-89 = B+
83-86 = B
80-82 = B-
77-79 = C+
73-76 = C
70-72 = C-
67-69 = D+
63-66 = D
60-62 = D-
Below 60 = F

In grades 9-12, to compare a percentage in an individual course to letter grades or a 4.0 GPA scale, the following information may be used (as a guideline only) for unweighted percentages carrying one credit. Designated courses carry an added 5% (a 1.05 multiplier) or 10% (a 1.10 multiplier) when calculating a “weighted” GPA. These courses are identified in the MTHS EPG. At the high school level, the percentage grade will be used to calculate GPA.

90-100 = A (4.0)
87-89 = B+ (3.6)
83-86 = B (3.3)
80-82 = B- (3.0)
77-79 = C+ (2.6)
73-76 = C (2.3)
70-72 = C- (2.0)
67-69 = D+ (1.6)
63-66 = D (1.3)
60-62 = D- (1.0)
Below 60 = F (0.0)

Retake Policy

The purpose of a retake is for students to increase their level of mastery of course content. The retake process is a team effort involving learners and teachers. The process involves additional instruction, additional student practice, and can involve students completing test corrections.

A student/parent-teacher conference may be scheduled for students who repeatedly request to retake an assessment to determine if the student is appropriately placed in the course or is in need of additional support and/or assistance.

The end result of the retake process is an opportunity for the student to demonstrate an increased level of mastery. Teachers will communicate in their course syllabus the specific district retake policy in accordance with their course.

Additional information regarding test retake information for specific courses will be communicated by the teacher.

Late Work

Teachers assign work to students because it is meaningful and leads to mastery of standards. Therefore, the expectation is that students will complete the work due to the learning gained by completing the assignment. Teachers may exercise their professional judgment when deciding whether there are extenuating circumstances that warrant an exception to this guideline.

- A flat 10% deduction will be applied to late assignments/projects. When an assignment is submitted after the due date, students will have **three (3) school days** to submit the assignment. After the third day late, the student will earn a zero for that assignment. Teachers may exercise their professional judgment when deciding whether there are extenuating circumstances that warrant an exception to this guideline.
- If homework is checked/graded in class, and the assignment is not completed, then the student will earn a zero for the assignment.

Cheating/Plagiarism/AI-Assisted Plagiarism

Cheating, plagiarizing, and AI-assisted plagiarism are serious academic infractions, but they are learning opportunities for our students.

At all grade levels and in all content areas, a student’s first offense will be treated as a learning opportunity. The student will initially receive a zero for the assignment, parent contact will be made by the teacher, and the student will meet with the teacher before or after school to debrief the incident. The student will be expected to complete and resubmit the assignment for up to 75% credit (grade earned multiplied by .75).

Second offenses, and all offenses thereafter, will result in parent contact from the teacher, an administrative referral for discipline, and an initial zero for the assignment. The student will be expected to complete and resubmit the assignment for up to 50% credit (grade earned multiplied by .50).

K-12 Homework Philosophy & Guidelines:

District Beliefs about Homework

- Homework has a purpose, and the purpose should be clearly communicated to students and parents
- Homework is a formative assessment that is used to understand student comprehension of learning and inform instruction.
- It is the shared responsibility of students, parents, and teachers to communicate if a student is having difficulty completing homework. This communication will provide opportunities to support individual student needs.
- Teachers shall be mindful that resources for completing homework vary at home, including parental assistance. Accordingly, teachers will work with families to make necessary accommodations.
- Engagement with literacy (digital and/or print) is a valued and celebrated task for homework, especially at the elementary level.
- If a student is absent from class, there may be times when classwork may need to be completed outside of class time for “homework.”
 - Absence because of an approved educational tour or trip: Parents and students should communicate with the teacher(s) to determine a plan to complete missed work upon returning to school.
 - Time given to students to complete homework assigned following absences due to illness or travel will be sensitive and realistic for the students, parents, and teachers.
- The district values designated “no new homework” days and times to give students an opportunity to catch up, work ahead, spend time with family/friends, or take a break in general.
 - Administrators across common grade spans will collaborate and communicate a designated “No New Homework Weekend” a minimum of one time per marking period throughout each school year. **No Homework dates for the 23-24 school year are: (MP1) October 7-8, 2023; (MP2) December 9-10, 2023; (MP3) February 17-18, 2024; (MP4) April 6-7, 2024**
 -
- Homework can be optional (not graded) or mandatory (graded), but it may not exceed more than 5% of a student’s marking period grade in any content area or at any grade level.
- If homework is assigned, teachers may grade for an appropriate attempt to answer the question or problem (it does not need to be “correct” in order to earn points), as long as the homework is reviewed, discussed, or the teacher has posted the answers.
- A teacher also may choose to grade for accuracy.
- Teachers are encouraged to differentiate based on the needs of the student. A “one size fits all” approach to homework is not always appropriate.

Frequency & Estimated Time to Complete Nightly Homework

7-8	<i>Not to exceed</i> 1-1 ½ hours per night for all content areas combined (approx. 15-20 minutes per content area/teacher)
9-12	<i>Not to exceed</i> 1 ½-2 hours per night for all content areas combined (approx. 15-20 minutes per content area/teacher)

Additional Information:

- Students with disabilities and students participating in ESL/Bilingual Education programs shall participate in homework, with appropriate accommodations when necessary. This may result in a deviation from the guidelines listed above.
- Students who choose to take seven classes, multiple Honors classes, AP classes, and/or IB classes may find the time spent on nightly homework exceeds these estimations due to the scope & depth of material being covered in these classes.

Community Portal

The Community Portal allows parents and students to access their student's grades, attendance and debt status at any time. Information regarding registration and use of the portal is available [HERE](#).

Compulsory Education

All children from the age of six (6) through the age of eighteen (18) must comply with compulsory school attendance requirements. To meet these requirements, parents must ensure that their child between the ages of 6 and 18 is attending or participating in one of the following; a public elementary, middle or high school; a public charter or cyber-charter school; a private licensed academic or private religious school; home tutoring by a certified teacher; or an approved program of homeschooling. Children may be excused from compulsory attendance for documented medical or other compelling reasons as outlined in District attendance policy and procedures. If parents/guardians have questions, please do not hesitate to contact the District's Attendance Officer.

Early Dismissal/Late Arrival Privileges

Juniors and Seniors who have both a 6th and 7th period or only a 7th period study hall may apply for early dismissal privileges. Juniors and Seniors who have both a 1st and 2nd period or only a 1st period study hall may apply for late arrival privileges. All students with early dismissal or late arrival privileges are required to sign in and/or out in the main office every day. **These privileges are valid for one semester only;** students must reapply for the 2nd semester. For the beginning of the school year, information from a student's prior year will be applied. Good academics, attendance, a zero-balance debt record and a clean discipline record are required to participate. These privileges will begin at the discretion of the administrators and may be suspended during certain periods as determined by administration (i.e., during Keystone testing). Privileges may be withdrawn for poor grades, attendance issues, behavior, or accrual of unpaid debt.

FERPA

Under FERPA (Family Education Record and Privacy Act), a student's grades and other academic information are considered educational records because "...such documents contain information directly related to individual students and are maintained by the school." Manheim Township High School is precluded from disclosing a student's educational records without the express permission of the parent or the student (if the student is age 18 or older).

Grading System & Decile Rank

<u>Grade</u>	<u>NGA</u>	<u>GPA</u>	
A	90-100%	4.0	
B+	87-89%	3.6	NGA = Numeric Grade Average (100 scale)
B	83-86%	3.3	GPA = Grade Point Average (4.0 scale)
B-	80-82%	3.0	F = Fail
C+	77-79%	2.6	M = Medical
C	73-76%	2.3	I = Incomplete
C-	70-72%	2.0	P = Passing
D+	67-69%	1.6	WP = Withdrew Passing
D	63-66%	1.3	WF = Withdrew Failing
D-	60-62%	1.0	
F	Below 60%	0.0	

- The school year consists of two semesters: four marking periods of approximately 45 days each. There are seven class periods each day.
- A student's numeric grade average and decile rank reflect the academic achievement of the student's final course grades and are computed cumulatively on the basis of a 100 percent scale at the conclusion of each semester. Midterms and Finals are administered in designated core content areas. These assessments, if administered, are each weighted 5% of the student's final grade.
- Pass/Not Pass: Manheim Township High School offers dual enrollment with local colleges where students take coursework alongside college students; taught by college faculty. These courses are designated on the transcript as College Dual Enrollment along with the subject area and receive a grade of Pass/Not Pass. Students that meet certain eligibility requirements may also apply to take one course as Pass/Not Pass during their Senior year. Pass grades are not included in the calculation of NGA, but do count for graduation credit. For NCAA purposes, please speak with your school counselor and reference the Educational Planning Guide before electing to take a course Pass/Not Pass.
- Students who take higher level coursework receive additional weighting in final grade calculations. For a full list of our weighted courses, please consult the Educational Planning Guide.
- Students can access an unofficial copy of their transcript on the Community Portal. The unofficial transcript allows students to review their academic progress and is updated once grades are posted at the end of each semester. Official transcripts can be requested and sent by the MTHS School Counseling Office.

Sample Marking Period Grade Calculation:

	<u>Credits</u>	<u>Weight</u>	<u>Percent</u>	<u>GPA</u>
Health & Wellness	0.5	1.0	94%	4.0
CP Algebra 2	1.0	1.0	85%	3.3
Honors Chemistry (H)	1.0	1.05	82%	3.0
Creative Movement	0.5	1.0	83%	3.3
AP US Government (A)	1.0	1.1	78%	2.6
CP English 11	1.0	1.0	95%	4.0
Spanish 3	1.0	1.0	88%	3.6

Calculating unweighted NGA:

$$\frac{0.5(94) + 1.0(85) + 1.0(82) + 0.5(83) + 1.0(78) + 1.0(95) + 1.0(88)}{6} = \frac{516.5}{6} = 86.083\%$$

Calculating weighted NGA:

$$\frac{0.5(94) + 1.0(85) + 1.0(82)(1.05) + 0.5(83) + 1.0(78)(1.1) + 1.0(95) + 1.0(88)}{6} = \frac{528.4}{6} = 88.067\%$$

Calculating unweighted 4.0:

$$\frac{0.5(4.0) + 1.0(3.3) + 1.0(3.0) + 0.5(3.3) + 1.0(2.6) + 1.0(4.0) + 1.0(3.6)}{6} = \frac{20.15}{6} = 3.358$$

Calculating weighted 4.0:

$$\frac{0.5(4.0) + 1.0(3.3) + 1.0(3.0)(1.05) + 0.5(3.3) + 1.0(2.6)(1.1) + 1.0(4.0) + 1.0(3.6)}{6} = \frac{20.56}{6} = 3.427$$

Please note: While student report cards will show the current marking period NGA, the cumulative NGA will only be recalculated at the end of each semester.

For additional information and resources on the College Admissions process and Post-Secondary Planning Resources, please refer to the MTHS Counseling Office [website](#) or reach out to your student's counselor. Additionally, many resources can be found on the "Class of" Schoology courses.

Honor Roll

A student must be enrolled in a minimum of four Manheim Township High School credits to be considered for Honor Roll. To be eligible for First Honor Roll, a student must have a minimum marking period average of 93% but cannot have a grade lower than 80% in any subject. Second Honor Roll is for students with a minimum marking period average of 83% but cannot have a grade lower than 70% in any subject. A student who receives an I (Incomplete), WF (Withdrew Failing) or an F (Fail) in a Pass/Fail course will not qualify for honor roll. Grades of M (Medical), WP (Withdrew Passing), and P (Pass) will not be used to compute Honor Roll.

iPads

iPads and accessories are the property of the Manheim Township School District. Students are expected to bring their charged iPad to class every day. Students will be expected to pay for any loss or damage incurred while the iPad and accessories are assigned to them. Students may purchase a protection plan if desired.

Learning Commons

NEW THIS YEAR - The Learning Commons is a space designed to give students a place where they can collaborate with their peers, receive support with their courses, and a place to make-up assignments during study halls. Learning Commons spaces are located in the MTVA classroom (rooms 245/246) and the "Testing Center" is located in the new conference room space on the second floor. Both areas will be monitored by MT teachers and aides.

Teachers are able to sign students up for the Learning Commons using an assigned Google form. Students should reach out to their teachers if they would like to sign-up to go to the Learning Commons during a study hall to receive help with a class or to make up a test.

Student Expectations in the Learning Commons:

- If you are signed up to go to the Learning Commons, it's expected that you go!
- Students need to have a plan for their work.
- All Student Handbook rules apply – *No Cellphones Are Permitted!*
- Students are expected to sign-in and out of the Learning Commons spaces.
- No roaming the halls during a Learning Commons period.

Midterm & Final Exams

For the 2023-2024 school year, Manheim Township High School will continue to administer midterm and final exams in core content areas (English, Social Studies, Math, and Science).

Midterms and Finals will remain a separate reporting category on the MTHS report card. Due to teacher input and feedback, the weightings for these exams have been increased for the 23-24 school year.

Listed below are the weightings for each marking period and for midterms and finals:

- Marking Period 1: 22.50%
- Marking Period 2: 22.50%
- **Midterm: 5%**
- Marking Period 3: 22.50%
- Marking Period 4: 22.50%
- **Final: 5%**
- Summative total: 64% (includes 10% weighting from Midterm & Final)
 - Midterm/Final Summative = 10% of total grade
 - MP Summative $60 \times 0.90 = 54\%$ of total grade
 - MP Formative $35 \times 0.90 = 31.5\%$ of total grade
 - MP Homework $5 \times 0.90 = 4.5\%$ of total grade

Teachers will share specific course information regarding midterms and finals with students and parents.

Online Courses

Manheim Township offers online courses through internal/teacher created classes and through the Manheim Township Virtual Academy. MTVA courses are facilitated through Lancaster-Lebanon Virtual Solutions (LLVS). These platforms allow us to provide a complete cyber program. All school rules apply for students in a virtual setting. For more information about MTVA, [CLICK HERE](#).

Report Cards

Students will receive report cards online four times per year – two each semester (hard copies will no longer be printed). All report cards will be posted online to Community Portal; final report cards will be posted online the week after the end of the school year. Monitoring progress through the Community Portal is the best way to access a student's current grades in all courses. If a parent wants a hard copy of a report card mailed or sent home with their student, please contact the high school office at (717) 560-3097.

<u>End of Marking Period*</u>	<u>Report Cards Posted*</u>
MP1 11/3/23	11/16/23
MP2 01/23/24	02/06/24
MP3 04/04/24	04/18/24
MP4 06/07/24	Week of 06/07/24

**All dates are subject to change*

School Counseling Services

The mission of the School Counseling Department of Manheim Township School District is to provide a comprehensive program that addresses the lifelong development of the social/emotional, academic and career growth of each student. This dedicated, caring team is committed to providing equal access and equity to all students, and to provide them with the skills and tools necessary to succeed in life and to become productive

members of society. This will be accomplished through partnerships with administrators, teachers, students and their families, local businesses and agencies, and post-secondary institutions.

Counselors meet with students throughout the school year and are available to students for individual appointments. Corrections of student schedules must be made through the school counselor. The School Counseling staff assignments are:

Mrs. Michelle Pollis:	<i>Student last names A-Co</i>
Mr. Kevin Elias:	<i>Student last names Cr-Ha</i>
Mr. Mark Evans:	<i>Student last names He-L</i>
Ms. Lydia Hostetter:	<i>Student last names M-Pa</i>
Mrs. Denise Hall:	<i>Student last names Pe-So</i>
Mrs. Michelle Stoudt:	<i>Student last names Sp-Z & IB Diploma Candidates</i>
Mrs. Elizabeth Ziegler:	<i>College & Career Counselor</i>

Additional Counselor duties include:

- CTC
- Dual Enrollment
- MTVA
- Discovering Paths Mentorship Program
- Student Assistance Program
- Hugh O'Brien Youth Leadership Program
- Middle School Transition
- AP/PSAT/SAT/SSD/NCAA/NMSQT Coordination
- Freshman Academy/Advisory
- ASVAB
- Scholarship Committees: Graupensberger, Nyland

Schoology

All courses at the high school will use Schoology as their Learning Management System. All major assessments, quizzes, tests, and projects will be posted on the Schoology calendar by teachers for each class. Various activities and assignments may be completed both in and outside of the classroom using Schoology and iPads. Grades are available in Schoology and parents can gain access by getting a code from any teacher.

Student Records

Upon written request, guardians or parents may access their child's records in the presence of administrative or school counseling personnel who shall be responsible for interpretation of the records. Parents may formally challenge, in writing, specific items that they may feel are incorrect.

In compliance with state law and school district policy, records will be released when students transfer to another high school or apply to post-secondary schools; however, student records will **not** be released to any other agencies or individuals without a signed release form. (Refer to MTSD [Policy #216](#))

Copies of student records can be made at a cost of 25 cents per page.

Textbooks

Textbooks are the property of the Manheim Township School District. Students will be expected to pay for any loss or damage incurred while the textbook is assigned to them.

- 1. What do colleges/universities consider when evaluating student academic records as part of the application review process?**
 - a. Postsecondary institutions consider variations among secondary schools when evaluating student academic records in the application review process. Much of this information is garnered from the school's profile, which provides information on student demographics, curriculum, grading systems, transcript format, and school resources. The National Association for College Admissions Counseling (NACAC) provides best practices and guidelines for districts to develop their school profiles. This document provides contextual information that admissions professionals use in application review to determine the rigor of the curriculum a student is taking and to understand where a student falls within the context of their High School. Many colleges and universities recalculate cumulative grades, given that school districts throughout the state and nation differ in their grading scales.
- 2. What is the MT High School Profile that is shared with colleges and universities?**
 - a. This document (located on our high school website and linked [HERE](#)) shares information about our high school with colleges and universities so that they have an understanding of how we evaluate and endorse students' academic performance.
- 3. How do varying course weightings impact our students when compared to students from other high schools across the country?**
 - a. The use of a 4.0 scale and 100 point scale (Numeric Grade Average [NGA] scale), combined with our weighting system, supports our students who are seeking to continue their education beyond Manheim Township School District. Final marks in all credit courses are reported on our report cards and transcripts and more weight is placed on higher level coursework. For a full list of our weighted courses, please consult the Educational Planning Guide (EPG).
- 4. Why do we include the 4.0 scale and 100 point scale (NGA) on the high school transcript?**
 - a. When asked, the MTHS School Counseling Department reports student grades on the 100 point scale. We provide a conversion of the 4.0 scale in order to share a comprehensive overview of student academic achievement.
- 5. Is there a connection between the 4.0 scale and the 100 point scale (NGA) or are they different scales?**
 - a. The 4.0 scale and 100 point scale (NGA) are different scales and do not correlate. Please see information below for more information about these scales.
- 6. Does MTSD confer with colleges/universities regarding the grading scales?**
 - a. We routinely communicate with various colleges including (but not limited to): Harrisburg Area Community College, Thaddeus Stevens, Franklin & Marshall, Gettysburg College, John Hopkins University, Columbia University, University of Pennsylvania, and Penn State University. These institutions provide guidance with regard to our grading systems, as well as understanding about the college application and admissions process. MTSD also follows guidelines and best practices shared by the National Association for College Admissions Counseling (NACAC) and Pennsylvania Association for College Admissions Counseling (PACAC).
- 7. Do MTSD's grading scales encourage students to take rigorous course offerings?**
 - a. Yes, this is why MTSD places weight on higher-level coursework. Weighted grades provide an incentive for students to challenge themselves academically. For a full list of our weighted courses, please consult the Educational Planning Guide.

II. ATHLETICS

Athletic Philosophy and Offerings

The Manheim Township athletic program is designed to provide students with opportunities to develop and advance their physical, mental, emotional and social capabilities through participation in interscholastic sports. The school year is divided into three sports seasons: fall, winter, spring. Any Manheim Township student who will be entering grades 7-12 in August and wants to participate in one of the interscholastic sports must have a physical examination by a medical doctor after June 1st. These physicals can be obtained from a family doctor or may be offered free through Orthopedic Associates of Lancaster on scheduled dates. Check the district website or with the Athletic Trainer as to when these physical dates are scheduled. After the initial physical exam, the athlete has to be recertified by a physician before participating in another sport within the same school year. The sports physical examination must be documented on the official CIPPE forms from the PIAA and then submitted electronically on Healthy Roster. All student athletes are required to have a **Healthy Roster** account with parent access set up in order to submit their PIAA physical. For more information on **Healthy Roster** and a description of each section of the PIAA CIPPE physical forms please see the MTSD athletics website..

The following is a breakdown of the sports offered each season: (NOTE: When a particular sport is offered at the freshman level, freshmen may still play at the varsity level by mutual consent of the coach, parent, and athlete.)

	<u>Fall Sports</u>	<u>Winter Sports</u>	<u>Spring Sports</u>
Varsity:	Cross Country Field Hockey Football Golf Boys' Soccer Girls' Tennis Girls' Volleyball Girls' Soccer Cheerleading	Bowling Boys' Basketball Girls' Basketball Rifle Swimming Boys Wrestling Girls Wrestling Winter Track	Baseball Boys' Lacrosse Girls' Lacrosse Girls' Softball Boys' Tennis Track & Field Unified Track Boys' Volleyball
Freshman:	Cross Country Girls' Soccer Field Hockey Football Boys' Soccer Cheerleading	Boys' Basketball Girls' Basketball Boys Wrestling Girls Wrestling	Track

Athletic Eligibility

On any in-season Friday, if a student's cumulative work from the beginning of the grading period falls below a passing level, the student is ineligible the following Sunday through the next Saturday.

Each student athlete's academic progress is checked weekly. (Any student athlete reported as failing two or more subjects, no matter what courses are involved, is ineligible for a one-week period, Sunday-Saturday.) Coaches may receive a preliminary report midweek of any athletes failing at least one subject. Official eligibility reports are run every Friday and reported to coaches. At the end of a marking period, a student athlete failing two or more subjects is ineligible for a period of 15 school days. The athlete may practice but not participate in an event (i.e., scrimmage or game). The 15 days begin on the first day report cards are issued. After the 15th school day, the athlete's academic progress is checked weekly. This 15-day policy carries over to the next fall sports season if an athlete is failing two or more courses at the end of the school year.

Attendance Requirements:

To participate in extracurricular activities and interscholastic athletics, a student must be in attendance the **FULL SCHOOL DAY** on the day of the event or activity.

FULL SCHOOL DAY shall mean being in attendance no later than thirty minutes after the start of the school day and leaving no earlier than thirty minutes prior to the end of the school day. Any student arriving later than thirty minutes after the start or leaving more than thirty minutes prior to the end of the school day nevertheless may be considered to attend a full school day if they submit a late arrival or early dismissal note from a parent/guardian, with an attached explanatory note from a physician. Exceptions to this provision may be granted by the building administration only under exceptional circumstances.

III. ATTENDANCE (Refer to MTSD Policy #204)

Students are required to be present for every day that school is in session. When a student is absent from school due to illness or family emergency, it is the expectation of the parent or guardian to notify the school in writing (excuse card or note authorized by parent/guardian) or electronically via the Sapphire Community Portal within three days of the absence. Every absence and tardy is entered on the student's permanent record. Regular attendance affects scholastic performance and academic standing.

Excuses

Students who are absent, arrive late, or leave early, are required to provide a written excuse signed by the parent or guardian or a physician's office. The date and reason for the absence, tardy, or early dismissal should be clearly indicated on either a school excuse card, home stationery, physician's note, or entered electronically in the Sapphire Community Portal. All written excuses are to be turned in to the office on the day of an early dismissal or when the student returns to school after an absence. After the third day of absence with no excuse card, note from home, physician's note, or electronic submission in the Sapphire Community Portal, the absence or tardy will be considered unlawful and will be marked as such on the report card or the student's permanent record; however attendance records will not appear on a student's transcript.

Excuse forms are available online or at your school's office.

Excused Absences

The Board considers the following conditions to constitute reasonable cause for absence from school:

1. Illness
2. Quarantine
3. Recovery from accident
4. Required court attendance
5. Death in family
6. Family educational travel, with prior approval*
7. Educational tours and trips, with prior approval*
8. Intermittent Release from school

*Submittal for these absences must be two (2) days or more prior to the first day of absence

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence. Standard excuse cards are available on our website for parent/guardian convenience or notes can be provided on separate paper. Please provide the child's name, grade, date of absence(s), reason for absence, and parent/guardian signature. **Emailed excuse notes will not be accepted.**

Parents may also fax a **signed** excuse with the above information to the attendance office at (717) 735-1740 or submit an electronic excuse via the Sapphire Community Portal. **Please note: doctor's notes must also be submitted within three (3) days of the absence.**

A maximum of ten (10) days of cumulative lawful absences verified by parental notification may be permitted during a school year. Upon ten (10) days of absences, excluding illnesses already excused by a medical professional, an excuse from a physician shall be required for each subsequent absence.

The Board will recognize other justifiable absences for part of the school day. These shall include but are not limited to the following:

1. Family emergencies, and other urgent reasons.
2. Absences for religious holidays.
3. Up to 36 hours of religious instruction.
4. Participation in 4H & FFA events.
5. College visits for High School students only.
6. Government agency appointments.
7. Medical or dental appointments.

Unexcused/Unlawful Absences

Unexcused and/or unlawful absences shall include the following:

1. Pre-arranged or planned absences on so-called "skip days." This type of absence will not be approved under any circumstances, and the student may not make up missed classwork. Students reported absent for illness on such days may be required to provide a doctor's excuse to verify the illness.
2. Absences that require documentation by school health personnel or a doctor's excuse, when documentation is not provided.
3. Absences for which a written explanation is not turned in within three (3) days of absence.
4. Leaving school during school hours and/or going directly home without the permission of the school administration.
5. All other absences except those listed under Excused Absences or those approved by the superintendent or designee.

Late Arrivals

Students who arrive late shall present an excuse signed by a parent or guardian to the office stating the reason for the late arrival. Elementary students arriving at school after the start of school must be signed in at the office by a parent/guardian.

Students with excessive unexcused tardies may receive school consequences. All students entering the building after the start of school must use the designated front entrance. In accordance with the district's security policy, all other entrances are locked. Students need to follow the specific late arrival policies explained in building handbooks. Excessive student tardiness is defined within this document, below.

Transportation problems will not be excused unless there is a problem with District provided transportation.

Automated Attendance Notification to Parent

If you receive an automated phone notification that your child is not in school, but should be, please call your school office as soon as possible so that we can properly account for your child.

Family Educational Trip & Educational Trips or Tours (ETT)

Parents are urged to schedule educational trips or tours during days when school is not in session. Classroom work and interaction is important. Requests must demonstrate that the trip will provide an opportunity for the student's educational enrichment under the direction and supervision of an adult acceptable to the parents/guardians and the Superintendent. A trip may be considered an educational experience if it broadens the student's understanding of social, cultural or geographic values and concepts.

Educational trips or tours and Family educational trips require a request form to be submitted at least two (2) calendar days prior to the trip and are limited to a cumulative total of five (5) days per school year. The forms are available online or at your school's office. Any trip or tour taken in excess of the five (5) cumulative days will be coded as unlawful absences.

F.I.D. Day Attendance

If a student does not complete and submit all of their assigned work during a FID, or within the first two days after returning to school from the FID, they will be **charged with (a) a "tardy-unexcused", (b) a half day absence, or (c) a full day absence** for the FID, depending upon how many assignments are not submitted.

Anticipated Absences

Whenever an anticipated absence will occur, it is important that parents communicate with their school's office as soon as possible. The absence will then be coded and advice given to parents of what is required such as forms, notes or proof of an event.

Procedures When A Child Is Truant

State law defines truancy as the accumulation of three (3) or more school days of unexcused absences during the school year by a child subject to compulsory school attendance. When that child accumulates six (6) or more unexcused absences during that school year they are considered to be habitually truant.

When a student has one (1) unlawful absence, a letter will be sent to the parent informing them of the absence. When a student has a second (2nd) unlawful absence, another letter will be sent to the parent.

After a third (3rd) unlawful absence, a letter will be sent informing the parent that the student is now truant and a School Attendance Improvement Conference will be scheduled (Note "SAIC" heading below). The letter will invite the parent to participate with the school to determine the causes of the absences and what can be done to prevent future absences. The letter also defines the consequences if the student becomes habitually truant. Once a student has accrued six (6) unexcused absences, the school must refer parent/child to a school (or community) based attendance improvement program. Manheim Township School District will recommend that the family contact a local family services agency in order to register for their "Parenting Wisely" Program.

School Attendance Improvement Conference (SAIC)

Pursuant to the BEC 24 P.S 13-1327, public schools must notify parents/guardians regarding the need for a family conference upon the third unlawful student absence. The Manheim Township School District offers a School Attendance Improvement Plan (SAIC) to help guide the school and family on the path to the elimination of truancy. A cooperative school attendance improvement conference is scheduled to engage participants involved in the student's life to explore possible solutions to increase the student's attendance. Maintaining open communication between the student and adults will facilitate positive outcomes. Causes of truancy and identifying, understanding,

and exploring all issues are used to develop a mutually agreed upon plan to assure regular school attendance is discussed.

For students eligible under Individual Disability Education Act (IDEA) as a special education student, all attendance issues should be discussed and resolved with the student's Individual Education Program (IEP) team. While the SAIC form and format may be followed to aid discussion, all attendance improvement-related solutions should be made by the IEP team members and noted in the IEP.

Habitually Truant Under The Age Of 15

After a sixth (6th) unlawful absence, a school must refer the child to either a school-based or community-based attendance improvement program, or, the county Children and Youth Services (CYS) for services or possible disposition as a dependent child under the Juvenile Act. Additionally, the school attendance officer may file truancy charges against the parent at the Magisterial District Court.

If found guilty, a parent could face fines of up to \$750, community service, or imprisonment not to exceed three (3) days.

Habitually Truant Age 15 Or Older

After a sixth (6th) unlawful absence, a school must either refer the child to a school-based or community-based attendance improvement program or file charges against the student or parent at the Magisterial District Court. If found guilty, a student could face fines of up to \$300 and driver's license suspension and parents fines up to \$750, community service or imprisonment not to exceed three (3) days.

Truancy Diversion Program

Truancy Diversion Program (TDP) is an evidence-based intervention program offered to parents and students as a preventative measure to educate parents/guardians and students who are experiencing truancy problems about the consequences associated with unexcused absences. After a sixth (6th) unlawful absence, a school must either refer the child to a school-based or community-based attendance improvement program or file charges against the student or parent at the Magisterial District Court. By participating in the Truancy Diversion Program, families could avoid the judicial process and have positive and meaningful outcomes for the student.

Tardy To School

Tardiness is defined as arriving late to a student's homeroom or class. Tardiness can have a significant impact on the learning process. Students must be in their building by the start time of the school day. Below are the starting and ending times for each building in the district. Students arriving at school between 7:30 and 7:35 a.m. should report directly to class. Students arriving after 7:35 a.m. should report to the attendance office to sign in and obtain a late arrival slip to class. After 7:35 a.m., all students entering the building must use the main entrance. In accordance with district procedures, all other entrances will be locked. As with any absence, a parent/guardian signed excuse must be completed stating the reason for the late arrival. If arriving late due to a dental or doctor appointment, a note from the physician is required.

After a student has accumulated five (5) instances of unexcused tardies to school, a letter will be sent to the parents/guardians indicating the tardy dates. Upon every 10th unexcused tardy, a letter will be sent to parents/guardians. School administration, under the direction of state code, will make the final determination on whether a tardy will be considered excused or unexcused.

Consequences for tardy to school are as follows:

- After the first 5 instances: Personal conference with student and grade level principal

- After the 2nd notification (10 unexcused tardies): Opportunity to Improve (OTI) [Lunchtime Intervention Program]
- After the 3rd notification (20 unexcused tardies): One (1) Administrative Detention (After School)
- After the 4th notification (30+ unexcused tardies): Depending on the conditions of the additional tardies, the following consequences may be assigned at the administration's discretion:
 - Administrative Detentions
 - ISS
 - Loss of Privileges which include:
 - Parking privileges
 - Participation in Extracurricular Events/Programs (Sporting Events, Dances, Special Events, etc.)
 - Late Arrival/Early Release

Note: Tardiness for reasons such as oversleeping, missing the bus, and car troubles are not excused tardies.

Students are expected to be in their assigned first period class at the start of the school day. Tardiness is excused in cases of illness, doctor appointment, bus delays, or extreme emergencies as determined by the building principal, and shall be accompanied by a note from a parent or guardian. Failure to submit a tardy excuse signed by a parent/guardian within three (3) days of the tardy will be considered an unexcused tardy.

IV. FOR YOUR INFORMATION

Activity Bus Passes

Activity Buses are by reservation only and there are limited seats available. One activity bus will run on Tuesday and one bus will run on Thursday. Forty-four seats are available to be shared by the High School and Middle School. No unscheduled students will be permitted to ride the activity bus.

To ride the activity bus students must:

1. Schedule with a teacher to stay after school.
2. Complete the [Activity Bus Form](#) by 9:00 pm on Monday for a Tuesday Activity Bus and by Wednesday 9:00 pm for a Thursday Activity Bus.
3. Report to the teacher they have scheduled to stay after school with immediately.
4. High School Only: Report to the cafeteria immediately upon completion of working with your teacher.
5. It's expected that each rider conducts themselves with courtesy and respect for others, including the activity bus driver. All school rules are in effect for these rides. Violations of these will result in suspension of these privileges.

****Due to the distance that the bus travels students will not be dropped at their regular bus stop. For example: students residing in larger neighborhoods may be dropped off at the edge of the neighborhood.****

Students who do not have a signed activity bus pass or who do not register to ride the bus will not be permitted to ride the bus. Students may not remain after school unsupervised.

Advisory

Every student will have a small group advisory period called Advisory for dissemination and collection of information including beginning of the year forms, mid-quarter reviews, report card distribution, work on their Career Readiness Portfolio, etc. The advisory groups will meet periodically as needed and will be announced ahead

of time and on meeting dates. The period is designed to give every student one faculty member during their four-year high school experience who will know them, work with them, and care about their success at MTHS. Your Advisory teacher should be listed on your schedule.

Advisory Dates for 2023-2024 are as follows (tentative - additional dates may be scheduled as needed):

Wednesday, August 30, 2023	Wednesday, January 10, 2024
Wednesday, September 6, 2023	Wednesday, January 24, 2024
Wednesday, September 20, 2023	Wednesday, February 7, 2024
Wednesday, October 4, 2023	Wednesday, February 21, 2024
Wednesday, October 18, 2023	Wednesday, March 6, 2024
Wednesday, November 1, 2023	Wednesday, March 20, 2024
Tuesday, November 15, 2023	Wednesday, April 3, 2024
Wednesday, December 6, 2023	Wednesday, April 17, 2024
Wednesday, December 20, 2023	Wednesday, May 22, 2024

Bell Schedules

Bell schedules are posted in each classroom for students and on the high school website under [High School Downloads & Documents](#).

Bulletin

The Bulletin contains general announcements pertaining to school activities. An electronic version is distributed daily to staff members and is also visible in the Community Portal and on the high school website under [Related Pages](#). Students wishing to place an announcement in the *Bulletin* must have it signed by their advisor or coach and submit it by noon on the day **before** the *Bulletin* is issued. The *Bulletin* is read every day during Period 1. Announcements may also be broadcast via the intercom or on the Blue Streak News.

Child Abuse

School district employees are mandatory reporters and must report any suspicion of child abuse or neglect. See School Board Policy #806. If you need help or feel that you are being abused, you can share information in confidence with any school district employee.

Child Find/IDEA/Section 504

Manheim Township High School does not discriminate against students with disabilities and provides services as noted in District Policy #103.1 and #113 available on the district website [at this link](#).

Closing of Schools

If conditions make travel too dangerous for buses, school will be closed or delayed at the discretion of the Superintendent. Local radio and TV stations and the school [website](#) will announce closings or delays. Parents will receive messages via School Messenger.

Club Dates for 2023-2024

Wednesday, October 25, 2023
Wednesday, November 8, 2023
Wednesday, November 29, 2023
Wednesday, December 13, 2023
Wednesday, January 3, 2024
Wednesday, January 17, 2024
Wednesday, January 31, 2024

Wednesday, February 14, 2024
Tuesday, February, 2024
Wednesday, March 13, 2024
Wednesday, March 27, 2024
Wednesday, April 10, 2024
Wednesday, April 24, 2024

Dances

School dances are open to all MTHS students who are currently enrolled in grades 9-12, maintain good academic, attendance and discipline records, and owe no debts to the school. Each student may bring *one* guest who must also be enrolled in grades 9-12 and in good standing at their home school as verified by a registration form to be completed by the guest's school and by the MTHS student and parent(s).^{*} All registration forms must be returned to the main office reception desk by 4:00 p.m. two days prior to the dance.

All MTHS students, as well as their guests, will be required to present a school student ID at the door to gain entry to the dance. **Students without proper identification may not be admitted. IMPORTANT NOTE: Doors will close one hour after the start time of all dances – no students will be admitted one hour after the start time unless prearranged with Administration.**

^{*}The only exceptions to the MTHS guest policy are Homecoming and Senior Prom. Former students of MTHS and other high schools are welcome at the Homecoming Dance and Senior Prom with a guest form approved and filed by the deadline with proper ID for entrance. **All guests seeking to attend** must complete the guest form with signed approval by an administrator from the high school they most recently attended. **Guests may not be 21 years of age or older.**

Administration reserves the right to refuse entry to any dance on an individual basis and exclude non-MTHS guests at club sponsored dances. **Middle School students may not attend high school dances at any time.** All school rules and expectations for student conduct apply at dances.

Dates To Remember

The Dates To Remember for the school year can be found [HERE](#). **These dates are updated and/or revised frequently throughout the year as dates change.**

Debts

Students who damage or lose books, break equipment, or fail to return school materials will be assessed a charge for replacement. All debts are cumulative and if not paid will be referred to the district office for collection. All debts must be cleared prior to obtaining a parking permit, attending dances, and prior to graduation. Payments can be sent into the school or made online [HERE](#); follow the directions to register for an account.

A graduating senior will not receive their diploma until all debts and unserved detention hours are satisfied. **If you pay with coins, only wrapped coins will be accepted.**

Deliveries of Flowers, Balloons, etc., for Students

Due to the disruption to the academic environment that these items cause, delivery to the school is ***strongly discouraged***. Any gifts or merchandise from an outside vendor (e.g., flowers, balloons, stuffed animals, etc.) delivered to the high school will be held in the office for the student to pick up at the end of the day.

Discrimination & Title IX/Sexual Harassment Affecting Students

Per School Board Policy No. 103 (Discrimination and Title IX/Sexual Harassment Affecting Students), the district does not discriminate in any manner, including Title IX sexual harassment in any district education program or activity. For accessing additional information related to Policy No. 103, the district's Compliance Officer and Title IX Coordinator, Ms. Katherine Ward, can be reached at the Manheim Township School District Office, 450A Candlewyck Road, Lancaster, PA 17601 - wardka@mtwp.net - 717.569.8231.

Driver Education Information

For a listing of PA approved driver education courses/programs, go to this link: [Approved Driver Education Programs \(pa.gov\)](#) - two in our area that provide behind-the-wheel instruction are AAA Driving School (717) 898-6900 and St. John's Driving School 717-471-8885.

Drop-off of Student Materials (athletic equipment, books, homework, lunches, etc.)

The office discourages the drop-off and/or delivery of student materials. Materials will be left in an unattended drop-off area. If your child forgets a book, lunch, homework, gym clothes, athletic equipment, etc., please arrange to meet him/her in the main office to personally deliver the item(s). The office staff cannot be responsible for any items left for students to pick up. In an effort to avoid disruption to the educational process, we are unable to call into classrooms to notify students. **The drop-off area will be cleared EVERY FRIDAY. Any items left after 3:30 p.m. each Friday will be donated/disposed of. NOTE: Parents may not deliver food purchased from outside vendors; see "Lunch."**

Elevator Use Guidelines

- I. Student Use:
 - A. Students with a medical need for elevator use will meet with the school nurse to obtain and sign out an elevator pass, review the guidelines and expectations with the nurse, and are expected to follow all rules for riding the elevator.
- II. Expectations:
 - A. Students may have one (1) other student ride the elevator with them when they require assistance with their books/binders/belongings. If a student does not require such assistance, they may not bring any other student(s) onto the elevator.
 1. Ex: A student with a walking boot does not need assistance. A student using crutches could require assistance.
 - B. Students will display their elevator pass on their backpack, crutches, wheel chair, or iPad in a manner that is clearly observable by staff. This pass must be returned to the nurse upon completion of their doctor's orders.
 - C. Students will not engage in horseplay, sit on the floor of the elevator, or climb on anything while riding the elevator.
 - D. Elevators are not to be used during planned or unplanned evacuation drills or in true/actual fire emergencies.
 1. If you are safely able to navigate stairs and are close to a stairwell, do so only if you are certain that you can do so without endangering yourself or others.
 2. If assistance is needed, evacuation teams are available at both of these stairwells. Ask for help if you need it; evacuation teams can either assist you or carry/take you down the stairs in a Stryer evacuation chair.
 - a) Evacuation Teams are located in the Second Floor Lobby near room 200 and on the Second Floor near room 255
 - E. In the event that the elevator gets stuck while occupied, students should remain calm and get help/assistance via the elevator phone.

1. Students should not try to pry open the doors or climb on top of the elevator to access an upper floor.
 2. Wait for help to arrive.
- F. Students who observe other students misusing the elevator or any other MTSD building facilities should report the behavior to a teacher or administrator.
- G. Students may be subject to disciplinary action for violating any of the above rules/guidelines.

Emergency Drills

In order to be prepared in the case of emergencies, Manheim Township High School holds periodic drills for fire, weather, and other emergency situations. Students are expected to follow the direction of their teacher and cooperate with school personnel during drills or emergency situations.

Enrollment/Placement

For enrollment information, please refer to the district website [HERE](#). Information is also available under [School Board > Policies](#). Policy #200, #201 and #206.

Field Trips (Refer to MTSD Policy #231)

The school may sponsor supervised field trips for educational purposes. Participation on field trips is a privilege and may be denied to any student who demonstrates disregard for school rules or is not in good academic standing. Conduct on field trips should leave a favorable impression of the school. All school rules apply on all field trips.

Fundraising (Refer to MTSD Policy #229)

Fundraising is permitted when it supports a school-related cause and does not interfere with the academic program of the school. Guidelines for fundraising include: 1) submission and approval of fundraising request form to Mrs. Ridley in the main office; 2) orders for bulk items may be taken during the school day, but purchased items are to be delivered after school or at a time approved by an administrator; 3) any profits raised are to be used for the benefit of students or as a contribution to a charitable cause; and 4) food items sold during the school day as part of a fundraiser must be pre-approved by administration. Students may not raise funds for personal profit or for any unapproved purpose.

Hall Passes

Students are required to get permission and sign out of their classroom prior to leaving the classroom for any reason. Student agendas with pass slots will be issued to all students. Agendas should be utilized for student requests for the following:

- Restroom
- Locker
- Drink
- Nurse*
- Car

Library Passes:

- The Library is open for students throughout the day. Students must have a signed agenda to visit the library for a period of 5-10 minutes. If a student wishes to stay for an entire study hall, they must sign up for the period via the link on the Library website.
- Students may sign up to come to the Library for the period if they sign up for the Library before the beginning of each period they wish to visit.
- Please note: study halls will close if there are multiple classes happening in the Library.

School Counseling Passes:

- Students are encouraged to use Calendly.com as much as possible to sign up for appointments

Health Suite

The Health Suite is available to students who are ill or injured. To access the health services, students must have permission from the teacher whose class time will be impacted by the student's health room visit. Students must have a pass and should not be dismissed during the last 5 minutes of class time. Students are **NOT** to go to the Health Suite between classes or during Advisory. Students who arrive with a pass at the end of the period will be sent to their next class for a pass.

The nurse must assess students who report to the Health Suite due to illness or injury. If it is determined that the student is unable to remain in school, parents will be contacted to pick up their child. Any student who requires an early dismissal due to illness or injury must be evaluated by the nurse before parents are called. A parent note is required for early dismissals that are not advised by the nurse.

Be respectful of your surroundings. There is a strict no cell phone, no earbuds/electronics policy in the Health Suite.

Medications- Students are not to possess medications or look-alike drugs at any time. [See School Board Policy #210 for complete information.](#)

- *Over-the-counter medications:* Students who require “over-the-counter” medications must keep them in the Health Suite for the nurse to dispense. Before any medication may be administered, a written request from a parent **AND** a medical provider noting the dosage and timing of the medication must be on file.
- *Prescription medications:* Before any medication may be administered, a written request from a parent **AND** a medical provider noting the dosage and timing of the medication must be on file. Medications must be brought to the Health Suite in their original packaging by the parent/guardian or another adult designated by the parent/guardian.
- *Epinephrine auto-injectors, metered dose inhalers, and medications and supplies for the management of diabetes:* Emergency medications such as epinephrine auto injectors and metered dose inhalers may be self-administered and self-carried with appropriate medical provider and parent documentation. The student is also required to demonstrate to the school nurse the ability to correctly and safely use a metered dose inhaler or epinephrine auto injector. Students who have used their inhaler due to shortness of breath, cough or wheezing, should report to the nurse for follow-up evaluation. Students with diabetes may carry medication and supplies as outlined in their Diabetes Medical Management Plan (DMMP.)

Emergency Epinephrine Administration at MTSD - Per Pennsylvania law, emergency epinephrine may be administered to students who have a known history of severe life-threatening allergies and have a prescription for an epinephrine auto-injector, and to students who have their first life-threatening allergic reaction to an unknown or undiagnosed allergy while at school. Parents or legal guardians may decline to have emergency epinephrine administered to their child in the event he or she exhibits signs of a severe allergic reaction. To opt out, a parent/guardian must sign and return the district's exemption form to the school nurse, acknowledging the possible negative health consequences for their child if he or she is experiencing a severe allergic reaction and does not receive emergency epinephrine. Please contact your school nurse for additional information.

Physical Education/Gym Excuses for illness or injury must be given to the nurse prior to class. A medical provider's documentation is required for any modification to activity.

Medication Administration Forms, Asthma, Allergy, Physical Examination, and Health Information Forms (HIF) forms can be found on our website [HERE](#).

Health Information Forms will be maintained for all students. Any change in medications or medical condition should be communicated to the nurse. All forms requiring a medical provider's update/signature must be renewed annually. This includes forms for medications, physical education modifications, and any other medical communication relative to a student's health and welfare. All updates or new medical conditions should be provided to the nurse via phone call or visit if it requires timely notification. This form must be completed and signed by parent/guardian to indicate if their student is permitted to receive any standing order medications such as acetaminophen, ibuprofen, naproxen, calcium carbonate, and/or topical treatments.

Elevator Pass - Students who are unable to use the stairs may request an elevator pass from the school nurse. It is important to make the nurse aware of any limitations that will hinder evacuation from the building in the event of an emergency.

Emergency Evacuation - Emergency Evacuation stairwells are located at stairwell #2 and stairwell #7. Elevators are not to be used during planned or unplanned evacuation drills or true fire emergencies. If you are safely able to navigate stairs and are close to a stairwell, do so at your own risk. If assistance is needed, evacuation teams are available at both of these stairwells and they can either assist you or carry you down the stairs in a Stryker evacuation chair.

Several **AEDs** are located throughout the high school building. Current locations include the main lobby hallway, the auditorium lobby, the Health Suite, the hallway outside the pool, and the Arena entrance.. Know where the AEDs are located!

Homelessness

Homelessness is defined as lacking a fixed, regular and adequate nighttime residence. **McKinney-Vento** defines homeless as:

- Living in shelters or transitional housing
- Living in cars, parks or substandard housing
- Sharing the housing of others due to loss of housing or economic hardship (doubled-up)
- Living in hotels/motels or campgrounds
- Migrant youth who are living in the above situations
- Unsheltered

As part of the **McKinney-Vento Homeless Assistance Act**, **homeless students:**

- Receive a free, appropriate public education
- Enroll in school immediately and attend classes while the school gathers required documents
- Enroll in the local school where they are living or remain in their original school
- Receive transportation to their original school, if requested
- Receive comparable services as housed students, including special education services
- Receive free lunch
- Categorically eligible for services such as Head Start and Title One services
- Right to Dispute

Identification

Students need a school-issued ID card for use during the school year. Until students are issued a new card, they may use their cards from the previous year. (Freshmen will use their middle school card until a permanent card is issued.) **All students are to carry the card at all times and present the card upon request by a staff member.** The card is also to be displayed when entering any school activity and when checking out resources from the school library. Replacement ID cards may be purchased in the library. Replacement fee is determined yearly based on cost of materials to produce the cards.

Lancaster County Career & Technology Center

LCCTC students must attend when the CTCs are open, regardless of the schedule at Manheim Township High School. Full-day CTC students who will require transportation to or from the CTC must sign up in the high school office.

Lost and Stolen Items

Students should report lost or stolen items to the receptionist immediately and file a report for the item(s). Found items should be turned in at the same location. There is a Lost & Found area located in the main office lobby. Items that are not claimed are donated to local charities five days after the end of each quarter.

Lunch

Manheim Township operates a closed lunch program. The cafeteria serves a variety of à la carte items, as well as a "school special" that meets the nutritional guidelines established by the school district - the cost for the hot lunch this year will be \$2.85. **Peanut free seating is available in the Cafeteria.** The cafeteria cashier lines are touchless. Students will pay using their SchoolCafe account. Money may be deposited [online](#) or during school using the deposit box located in the cafeteria. In order to keep lines moving, students must present their student ID to the cashier when purchasing food. One line will be designated for cash only and students with no ID card. Click [here](#) for instructions on how to apply for Free and Reduced lunch.

Disruptive actions of any kind in the cafeteria, including throwing food or other objects, boisterous behavior or lack of respect for staff and other students, will be handled by a cafeteria monitor or referred to an administrator. Students who need to leave the cafeteria should see a cafeteria monitor to sign out via QR Code.

Lunch - Outside Food Delivery

Parents may not deliver food purchased from outside vendors. Students are not permitted to leave school at lunch or to order-in food from outside vendors (this includes pizza delivery, catering services, fast food, DoorDash, GrubHub, etc.).

Non-Discrimination – School & Classroom Practices

Manheim Township High School provides equal opportunities to all students to achieve their potential through the programs offered at our school regardless of race, color, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability. All students have access without discrimination to course offerings, counseling, assistance, employment, athletics and extracurricular activities. Manheim Township High School will make all reasonable accommodations for identified physical and mental impairments that constitute handicap and disability consistent with the requirements of Federal and State laws.

Physical Education

DRESS: Students are required to wear a school appropriate T-shirt, athletic shorts and sneakers for class activities. For outdoor activities, students can wear a sweatshirt and/or sweatpants since they will not be excused from participation due to temperature.

For swimming classes, males must wear a bathing suit, not athletic shorts. Females must wear either a one-piece suit, or a two-piece suit covered with a school appropriate T-shirt. Any student can choose to wear a T-shirt in addition to their swimsuit while participating in pool activities. All students should also bring a towel and slip-on footwear for walking to and from the pool.

PARTICIPATION & MAKE-UPS: Daily active participation will help a student achieve the best possible grade since points are earned each day for performance, effort, and cooperation. Missing class will cause a student to lose the opportunity to earn their daily points. Make-up is optional and can be used to regain the unearned points. Excused absences can be made up for full credit. Zeros (sitting out of class) can be made up for half credit. Unexcused absences (skipping class/school) cannot be made up and will remain a zero. Make-up sessions need to be completed within 10 school days of the absence. Missed activity or fitness classes are made up after school with heart rate fitness runs. Missed swimming classes can only be made up at the swimming make-up sessions. The make-up schedule is listed below (online students may attend make-up sessions).

NOTE: If a student is absent for a recognized religious holiday, Keystone testing, AP testing, or a school sponsored athletic event, they will be excused from the daily points/grade.

WHEN	TYPE	LOCATION	START TIME	DURATION
Tuesday	Fitness run	Indoor Track	2:40 p.m.	2:40-3:00 p.m.
Thursday	Fitness run	Indoor Track	2:40 p.m.	2:40-3:00 p.m.
Tuesday	Functional Fitness	Fit Center	2:40 p.m.	2:40-3:00 p.m.
Wednesday	Swim make-up	Pool	2:40 p.m.	2:40-3:00 p.m.
Clubs	Fitness run	Indoor Track	1:50 p.m.	1:50-2:10 p.m.

MEDICAL EXCUSES: Any student requiring specific medical accommodations in PE should present a doctor's note to the teacher at the beginning of the semester stating what the accommodations are. The teacher will work in conjunction with the school nurse to create and implement the necessary accommodations. In circumstances where a medical condition occurs during the semester and prevents a student from participating in PE, the following will occur: two weeks or less will require full make-up. For more serious medical conditions lasting longer than two weeks, the case will undergo consultation among the school nurse, the physician, and the PE Department Review Committee to determine the make-up agenda.

PLEASE NOTE: When a student has an extended medical issue, the student cannot be medically excused for more than 40% (approximately 32 total classes) and receive credit for the class. Exceeding this timeframe means the student will not be able to meet the PA content standards for the given PE class. Students must be able to participate in a minimum of 60% of semester classes to receive credit for the class. A medical diagnosis that prevents the student from meeting the above requirement will result in the student needing to take the course during another semester.

AVOID THEFT: *To avoid loss or theft of personal items, all wallets, cell phones, backpacks, etc., should be locked inside your assigned PE locker during class. Females may use the PE lock in the locker room during class, but must return it to the assigned PE locker when class ends.*

Posters/Flyers

Approval must be obtained from a principal before hanging posters on hallway bulletin boards or tack strips or distributing flyers on school property. Tape of any kind cannot be used. **Posters and flyers without the appropriate approval will be removed.**

School District Calendar

The district calendar can be found on our website home page under *Calendar* then scroll to the bottom of the page and click on *A PDF version of the Board-approved Calendar for this school year is available for download here*. You can also [click here](#) to see the current school year calendar (scroll to the bottom of the page).

Surveillance Cameras

Manheim Township High School is equipped with and utilizes video recording devices within the high school building. The images or audio recording by these devices may be used by school authorities to determine whether conduct has occurred that is contrary to the rules of the school district or local law enforcement authorities. Recorded images will be used in the assigning of discipline and are admissible as evidence at any discipline proceeding conducted by the school district. Recordings are owned by the district and are not available for students, parents, or the public to view.

Surveys

For information about the district's use of surveys with students, please see [Board Policy 235.2-Surveys](#). This policy sets forth information regarding the management of surveys in the district, the collection and use of information for marketing purposes, and is consistent with relevant law and regulations. It also includes information about personal and protected information, as addressed by the Protection of Pupil Rights Amendment (PPRA).

Visitors/Guests (Refer to MTSD Policy #907)

All guests and visitors to Manheim Township High School are required to scan a driver's license or state issued identification card when signing in on the visitor computer in the main office. The computer will also take a photograph. The visitor's name, destination, visit duration and photograph are printed on the visitor tag. The tag must be worn while in the high school. Visitors who do not provide this information will not be permitted access into the building. These procedures have been instituted as part of our ongoing efforts to enhance safety and security in our schools.

Visitors who enter the building are only permitted to be in the area where they have a scheduled appointment. At the conclusion of the appointment, the visitor must report to the main office to sign out. Failure to comply with these procedures shall result in more limited access to the school as determined by the building principal, consistent with Board policies, school rules and federal and state laws and regulations.

Working Papers

Pennsylvania Child Labor Laws do not permit children under the age of 14 to be employed at any time. No student under 16 years of age may work in any organization that is connected with a manufacturing process.

Students between the ages of 14-17 who desire to secure employment must obtain a work permit. Applications are available in the main office of the high school. The Application for Employment Certificate PDE-4565 (1/13) may be taken home by the student to be signed by a parent/guardian. Proof of the student's age (birth certificate, baptismal certificate, driver's license, passport, etc.) must be provided. When all information is completed properly, a work permit will be issued. The student must be present to sign the work permit.

Further information is available at www.dli.state.pa.us or www.youthrules.dol.gov.

The office is open to issue working papers during the school year Monday-Friday from 7:00 a.m. to 3:30 p.m., and in the summer Monday-Thursday from 7:00 a.m. to 3:30 p.m.

V. STUDENT ACTIVITIES

Class Advisors & Officers

Advisors:

Mrs. Nicole Schiffhauer (12)
Mr. Lance Wagner (11)
Mr. Kevin Baker (10)
Mr. Wayne Kantz (9)

Officers:

Class of 2024

President – Vraj Parikh
Vice-Pres. – Kennedy Meglic
Secretary – Maddie Appleby
Treasurer – Brenna Campagna

Class of 2026

President – Leah Phillips
Vice-Pres. – Effie Papadimitriou
Secretary – Joel Francis
Treasurer – Oly Sponaugle

Class of 2025

President – Sofia Shorter
Vice-Pres. – Jack Reynolds
Secretary – Eyad Gomaa
Treasurer – Jack Commerce

Class of 2027

President - Sonia Dumasia
Vice-Pres. - Salaar Faiz
Secretary - Emmaleine Truong
Treasurer - Diego Segura-Ortiz

National Honor Society

The National Honor Society chapter of MTHS is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been adopted and meet our local chapter guidelines and charter. Students are selected for membership by a 5-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school.

Students in the 11th and 12th grades are eligible for membership. For the scholarship criterion, a student must have a weighted cumulative GPA of 93% or higher. Those students who meet this criterion are invited to complete a Candidate Information packet that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences, documented hours of recent school and community service, and a clean disciplinary record are also required.

To evaluate a candidate's character, the Faculty Council uses two forms of input including a review of school disciplinary records, as well as recommendations.

All information provided in the student's Candidate Information packet, school records, and the faculty recommendations is carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or non-selection according to the timeline distributed with the Candidate Information packets.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all four pillars of NHS that led to their selection. This obligation includes participation in chapter service projects. Students or parents who have questions regarding membership obligations may contact the advisor. Questions regarding the selection process or appeals to non-selection should be directed to the administrative contact.

Student Council

Advisor: Mr. Dylan Kranch

Officers: John May - President
Libby Hughes - Vice President
Marianthi Saxinger - Treasurer

Oly Sponaugle - Secretary
Simon Bowen - Public Relations/Social Media
Jack Commerce & Ben Smith - School Board
Representatives

Class Representatives:

Class of 2024	Class of 2025	Class of 2026	Class of 2027
Giana Billiard	Ellie Commerford	Winnie Allen	Rain Davis
Brenna Campagna	Neve Dvorchak	Toby Bergstrom	Sonia Dumasia
Calli Campagna	Peyton Janis	Joel Francis	Adora Emuwa
Suraj Dumasia	Matt Lubin	Paige Hughes	Kurt Engle
Brian Meck	Emerson Mandrell	Effie Papadimitriou	Salaar Faiz
Nick Palumbo	Rose Montgomery	Leah Phillips	Mia Kline
Marina Papadimitriou	Meghan Phillips	Cami Schwartz	Mackenzie Parise
Kegan Robinson	Jack Reynolds	Reagan Taylor	Ellie Thiry
Koda Sponaugle	Nick Rockwell	Elaine Wafel	Emmaleine Truong
	Paula Saxinger		

VI. STUDENT CONDUCT

A responsible Manheim Township High School student:

- Demonstrates proper conduct, good relations with others, and quality scholarship
- Respects all persons within the school setting and in the community
- Displays conduct that reflects positively on the district and high school
- Complies with district and high school rules and policies
- Shows respect for the property of others, including that owned by the school and district
- Cooperates with school personnel and complies with reasonable requests

Academic Integrity Expectations

MTHS seeks to develop students who act with integrity and honesty to ensure a school climate where academic dishonesty is not accepted or tolerated.

Examples of academic dishonesty include:

1. **Copying or otherwise duplicating assignments that will each be turned in as an original.**
2. **Exchanging assignments by print or electronic means and then submitting them as originals.**
3. Submitting work created using AI, or with the assistance of AI, when the use of AI was not authorized by the teacher
4. Writing formulas, codes, keywords, or other information on your person or objects for unauthorized use.
5. Using hidden and/or unauthorized reference sheets, notes, or drafts in any format.
6. Unauthorized use of programmed materials in electronic or battery-operated devices.
7. Exchanging answers or assessment information with others (either giving or receiving).
8. Taking, stealing, adapting, and/or using an assignment from someone else and submitting it as your own work.

9. **Providing an assignment to someone else for the purpose of submitting it as his or her own.**
10. Submitting material (written or designed by someone else) without giving the author/artist name and/or complete source information (e.g., plagiarizing or submitting work created or heavily edited by Internet sources, family, friends, or tutors).
11. **Taking credit for group work when little to no contribution was made.**
12. Not following additional specific guidelines for academic dishonesty as established by department, class or teacher.
13. Unauthorized acquisition, use, and/or distribution of test materials, answers, or answer sheets.
14. Unauthorized use of teacher computer, iPad, files, and/or grading programs.

If you have any question about whether work might be in violation of these expectations, it is your responsibility to discuss the circumstances with your teacher well before submitting your work. Violations of the Academic Integrity Expectations may constitute grounds for loss of credit for the assignment and disciplinary action.

Acceptable Computer Equipment & Network Use Policy

Please refer to [MTSD Policy #815](#) on our website at www.mtwp.net

Administrative Detention, OTI, ISS & OSS (Refer to MTSD Policy #233)

Administrative Detention is a 70-minute session held after school (2:40-3:50 PM).

Opportunity To Improve (OTI) is a detention held during lunch, which can be assigned by an Administrator or a teacher.

In-School Suspension (ISS) means a student attends school, but is assigned to a supervised in-school suspension area where the student will continue regular class assignments.

Out-of-School Suspension (OSS) means exclusion from school as determined by a building administrator/superintendent. During OSS, a student may not be on campus for any reason.

OSS - Temporary Suspension means exclusion from school for a period of up to three school days. The student and parent/guardian(s) will be informed of the reason for suspension and will have a chance to respond.

OSS - Full Suspension means exclusion from school for a period of four to 10 school days. An informal hearing with a principal will be offered to the student and parent/guardian.

On the day or days a student is assigned to ISS or OSS, the student may not practice or participate in any school activity on or off campus. This includes - but is not limited to - school dances, plays and musicals, band competitions, sports activities, or other school-sponsored events. Students also may not attend school-sponsored events as a spectator or audience member.

If a suspension ends on a Friday, the student may not participate, practice or attend on Friday, but may do so on Saturday. If a suspension carries over a weekend, the student will not be permitted to attend or participate in weekend events.

A student who has missed practice due to suspension will be subject to the coach's/advisor's rules regarding participation in games or other activities after the suspension concludes.

Expulsion means exclusion from school for a period exceeding ten (10) school days, and may mean permanent removal from the school rolls. This action is taken on a majority vote of the entire School Board and must be preceded by a formal hearing for the student.

The following types of conduct may result in expulsion:

- a. Drug (including look-alikes) and alcohol infractions.
- b. Disruption of the educational environment.
- c. Persistent violation of school rules.
- d. Damage, destruction, theft or possession of stolen school or private property.
- e. Threats or assault.
- f. Possession, use or transfer of a weapon.
- g. Any action that constitutes a hazard to the safety and well-being of individuals or the school community. Examples of such actions include, but are not limited to: the setting of fires, giving false alarms, making bomb threats, tampering with safety equipment, circumventing locked door security policy, etc.

After School Guidelines

Students are encouraged to remain after school for assistance from teachers, to do library research, or to pursue extracurricular interests. **If you remain on campus at the end of the day, however, you must be in an area supervised by a responsible adult.** Activity Buses for this school year are by reservation only and there are limited seats available. One activity bus will run on Tuesday and one bus will run on Thursday. Forty-four seats are available to be shared by the High School and Middle School. No unscheduled students will be permitted to ride the activity bus. **On days when the activity buses do not run, you will need to arrange to be picked up from the front lobby entrance and must wait there or outside the front entrance for your ride. Students must not remain in the building unsupervised.** If you are not with an adult and/or have no specific purpose for remaining on campus, you will be asked to leave school grounds and may lose your after school privileges. Failure to comply with reasonable requests from school personnel may also result in loss of after school privileges.

Classroom/Study Hall Behavior

Students are expected to arrive to class on time with all items necessary to carry out the lesson presented by the teacher (books, notebook, pencil or pen, etc.).

Students are also expected to arrive at the study hall prepared to study. If a student has no assignments to prepare, he/she is to remain quiet so others who wish to study are not disturbed.

Food and drink (other than clear bottled water) will not be permitted in the classroom without the teacher's permission; however, NO food or drink is EVER allowed in any of the art or science classrooms due to OSHA regulations. Students are not permitted to leave a class to obtain snacks.

Destruction of School Property (Refer to MTSD Policy #224)

Students involved in acts of vandalism of school property (including graffiti) may face suspension and/or expulsion from school, legal action, and may be held liable for damages. Breakage or destruction of school property due to student negligence may require restitution and may result in disciplinary consequences.

Disorderly Conduct/Harassment/Fighting

Students shall neither start nor become involved in a fight or acts that would constitute violations of the disorderly conduct or harassment statutes. This applies at any time on school property, in school buildings, on school transportation, at any school activity, function or event off school property, at bus stops, walking to and from school or a bus stop.

Students who violate this policy will be subject to suspension or expulsion and may be charged with a criminal offense ([Refer to MTSD Policy #249](#)) and/or acts of violence ([Refer to MTSD Policy #218.3](#)).

Drug Testing (Refer to MTSD Policy #227.1)

The Board of School Directors of the Manheim Township School District [Policy #227.1](#) provides for both a voluntary random drug testing program for all students and a mandatory random drug testing program for students participating in extracurricular/co-curricular activities and/or using school parking facilities. The policy is based on the recommendation of the Manheim Township Community Life Task Force Sub Coalition. Testing is conducted by the Occupational Medicine Division of Lancaster General Hospital.

Participation in extracurricular/co-curricular activities and student use of school parking facilities is a privilege, not a right, and the Board and administration believe that students participating in these activities carry a special responsibility to themselves, their fellow students, their parents/guardians, the public, and their school to exercise sensible judgment.

The intent of this policy is to do the following:

- create and maintain a safe, drug-free environment for all students
- protect the health, safety and welfare of all students, faculty, and the public
- prevent accidents, injuries, and property damage resulting from the use of drugs
- provide students with access to assistance and treatment for drug problems
- provide parents with an opportunity to maintain the safety of their student(s) through voluntary participation in the drug testing program
- empower students to make responsible choices relating to drugs, alcohol, and anabolic steroids

There are two parts of the testing program: a mandatory random program and a voluntary random program. The form of testing that is used is urinalysis. The **Mandatory Random Testing Program** is required for all students (enrolled in grades 7-12) who wish to participate in high school extracurricular/co-curricular activities or to obtain a student parking permit. In order for a student to participate in any extracurricular/co-curricular activity or to receive a parking permit, the student and the student's parent/guardian must sign the Consent to Mandatory Random Testing and Authorization for Release of Information form (available online or from the main office). The consent shall remain in effect until the end of the school year or until the superintendent receives a written request from a parent/guardian to remove their student from the Mandatory Random Drug Testing Program.

The **Voluntary Random Testing Program** is provided for any parent/guardian of a student (enrolled in grades 9-12) who does not participate in extracurricular/co-curricular activities. The parent/guardian may voluntarily include their student in the random drug testing program. The parent/guardian must sign the Consent to Voluntary Random Testing and Authorization for Release of Information form (available online or from the main office), authorizing the voluntary random drug testing of their student. After the superintendent has received the consent, their student's name will be included in the list of students eligible for random selection. Once the consent has been submitted, it shall remain in effect until the end of the current school year or until the superintendent receives a written request from a parent/guardian to remove their student from the random drug testing program.

Drugs and Alcohol (Refer to MTSD Policy #227)

The use or possession of drugs, drug paraphernalia, over-the-counter medications, alcohol or any other illegal substance during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities, is a violation of law and board policy. Students in proximity of any of the above may be considered in violation of the drug and alcohol policy.

Any student who violates this policy will receive a full suspension that will remain in effect until a date for a superintendent's hearing or expulsion hearing can be scheduled with the Board of School Directors. Legal action will be pursued.

The use of anabolic steroids by athletes is not permitted and will result in removal from the athletic team in addition to possible disciplinary consequences.

Use of a drug prescribed by a registered physician shall not be considered a violation of this rule provided the medication is stored in the Health Suite and is administered by the school nurse. Any exception to this policy must be cleared with the nurse. No student should give another student's prescription or over-the-counter medication (including inhalers). See also *MTSD Policy #218.4* governing members of co-curricular or extra-curricular activities.

Electronic Devices (Policy #237)

Electronic Devices shall include all devices that can take photographs; record, **play or edit** audio or video data; store, transmit or receive **calls**, messages, **text, data** or images; **operate online applications**; or provide a wireless, unfiltered connection to the Internet.

The Board prohibits use of electronic devices by students during the school day in district buildings; on district property; on district buses and vehicles; **and** during the time students are under the supervision of the district.

The Board prohibits use of electronic devices in locker rooms, bathrooms, health suites and other changing areas at any time.

The building **principal** may grant approval for possession and use of an electronic device by a student for the following reasons:

1. Health, safety or emergency reasons.
2. An Individualized Education Program (IEP) **or Section 504 Service Agreement.**[2][3]
3. Classroom or instructional-related activities, **under the supervision of the classroom teacher.**
4. Other reasons determined appropriate by the building principal.

Students in the high school are permitted to use electronic devices during non-instructional times including homeroom, study halls, lunch periods, before school hours, after school hours, and between classes, so long as such use does not:

1. Disrupt school activities or instruction.
2. Violate any other Board or school policies.
3. Violate state or federal law.
4. Violate any of the prohibitions set forth elsewhere in this policy.

The Board prohibits the possession of laser pointers and telephone paging device/beeper by any student in district buildings and on district property, including on district buses and vehicles; and at activities, sponsored, supervised or sanctioned by the District. A school administrator may grant an exception to this specific prohibition when a student is a member of a volunteer ambulance, fire or rescue squad or where the student has a medical condition that necessitates the use of a paging device/beeper.

The Board prohibits all students from any use of electronic devices in locker rooms, bathrooms and other changing areas.

The Board prohibits the use of electronic devices to take photographs, or to record audio or video at any time during the school day or at any school sponsored event that is not open to the general public, unless the building administrator has authorized the photograph or recording by giving written consent, unless the use is authorized for educational purposes as outlined below.

The Board prohibits the use of any electronic devices by any High School student during the school day (from the beginning of 1st period until the end of last period), unless directed otherwise by the teacher or building administrator to do so.

1. Upon entry into the classroom, students will put away personal electronic devices. Electronic devices (not stored in lockers) may be stored inside student backpacks, out of sight.
 - a. Students are solely responsible for the safe storage of any personal electronic devices that they choose to bring to school. The district shall not be liable or responsible for the loss or damage to any electronic devices that a student brings to school, extracurricular activities, school-sponsored events or trips, or from the confiscation of electronic devices as the result of a policy violation.
2. If a student fails to comply with the outlined procedure above, the following will take place:
 - a. First offense includes the following:
 - i. Verbal Warning
 - ii. Parent phone call or email (**with confirmed return contact**)
 - b. Second Offense
 - i. Parent phone call or email (**with confirmed return contact**)
 - ii. Teacher detention
 - c. Third Offense Offense: Administrative referral
 - d. Each Subsequent Offense: Administrative referral

NOTE: This progression will reset for all classes at the start of the second semester

Extra-curricular/Co-curricular Activities & School Privileges - Grades 6 - 12 (Policy #218.4)

This policy shall supplement and not replace Board Policy #227 regarding controlled substances and suspension and expulsion.

For purposes of this policy, **controlled substances** shall be defined in accordance with Board policy.

Covered Students: This policy applies to all students of Manheim Township in grades 6 through 12. Parental permission to use, consume or possess any substance described herein does not negate the application of this policy by the District.

A student can be found guilty of violating this policy if there is an official police report, or if a parent/guardian notifies the administration, or if the student admits to participating, or if a professional staff member witnesses the violation.

Voluntary Admissions/Treatment: Any student who recognizes he/she has a controlled substance abuse problem and who voluntarily commits to a treatment program will not be subject to this policy's first offense penalty provisions provided that:

1. The admission by the student occurs based on the student seeking help and not as a result of an investigation initiated by the district or a law enforcement agency.

2. Any student who voluntarily admits to controlled substance use, abuse or dependency to any district staff member will temporarily forfeit participation in any school-sponsored club, activity, privilege or athletic team until a recommendation can be made by the SAP team. This recommendation shall be made within 10 school days of the date of the student self-referral. If the 10-day limit cannot be met, the student will be reinstated to the club activity, privilege or athletic team on a probationary basis pending the recommendation.

Prohibited Acts:

1. Drug and Alcohol Violations – A student who possesses, uses, transmits, is under the influence of, or knowingly is at a location or in a vehicle where others are illegally possessing, using, transmitting, or under the influence of any controlled substance, violates this policy if the activities occur within the coverage described below.
2. Acts of Violence – A student who commits an act of violence violates this policy if the activity occurs within the coverage described below. An act of violence may include, but shall not be limited to, actions that if prosecuted criminally might constitute aggravated assault, sexual assault, simple assault, or other actions involving physical injury or abuse of other persons.

Coverage:

1. The policy shall apply to conduct 24 hours per day, seven days per week unless otherwise specified. This policy applies to actions that occur at any location, whether or not on school grounds.
2. Covered drug and alcohol violations can occur at any time during the academic school year, as well as during the season of any co-curricular or extracurricular activity or interscholastic sport in which the student is or plans to be a participant, including training camps.
3. Covered acts of violence can occur at any time during the calendar year.

Consequences:

1. **First Offense** – Suspension from participating in interscholastic sports, extracurricular activities, and loss of other school privileges, including parking privileges, for 60 calendar days from the date of the determination that a violation has occurred. If, at the expense of the student, the student successfully completes a drug and alcohol program that is acceptable to the district, the period of suspension for a drug or alcohol violation may be reduced to 40 days.
2. **Second Offense** – The same consequences as recited above under First Offense apply, except the suspension will be for 365 calendar days.
3. **Third Offense** – The student will be permanently prohibited from participating in any interscholastic sport or extra-curricular activity at Manheim Township School District, and from receiving any school privileges, including parking privileges. A student who has been suspended or prohibited from participating in any extra-curricular, co-curricular, or interscholastic sport activities under this policy shall be:
 - a) Ineligible for any awards or recognition for the activity from which the student has been suspended or removed if the student is under suspension when the regular season ends.
 - b) Removed from any office held in a school organization for the remainder of the school year and shall forfeit any awards or recognition for that activity.

Determination: For students participating in interscholastic sports or extra-curricular activities, their senior advisor/head coach and the principal shall determine whether the student violated the provisions of this policy and shall impose the appropriate consequences within the terms of the policy. For all other students, their principal shall make the necessary determination and impose the appropriate consequences. A student may request a review of the decision by submitting a written request for review to the principal within seven days of the decision to impose

consequences. Upon receipt of a request for review, the principal will meet with the student, his/her parent(s)/guardian(s), advisor, coach, or others as deemed appropriate, to discuss the offense and imposition of the consequences. The decision of the principal shall be final.

Notification: Advisors and athletic coaches of interscholastic sports and extra-curricular activities shall implement this policy with a written agreement to be signed by the student and his/her parent(s)/guardian(s), before the student may participate in the activities.

Any such agreement shall be in a form acceptable to the superintendent or designee. This policy shall be enforceable, however, irrespective of whether there is a signed agreement.

False Alarms/False Reports

Because of the serious danger to the health and safety of our students, staff, and the community responders, pulling a fire alarm, phoning in or using social media or other electronic means to report a bomb or other type of threat, or filing a false report will result in serious consequences up to and including expulsion.

Hallway Behavior

Upon arrival at school in the morning, students may report to the cafeteria, library, or their first period classroom. In order to maintain safe passage for everyone, students should not sit in or obstruct hallways. **While using a hall pass for the restroom or water fountain, students are required to use the one closest to their classroom.** Students are required to get permission and sign out of their classroom prior to leaving the classroom for any reason. Any time a staff member requests identification or to see a pass, students are expected to comply. Failure to do so may result in disciplinary action.

Harassment/Bullying/Cyber-bullying/Hazing (Refer to MTSD [Policy #249](#))

Manheim Township High School condemns all unwelcome and uninvited physical, verbal or non-verbal, and/or electronic acts that are personally offensive and fail to respect the rights of others or which disrupt the school environment.

Any student who believes that he/she has been harassed (sexual or otherwise) should report such conduct to a school administrator. All complaints will be investigated and appropriate disciplinary action taken against any person violating this policy. Any person guilty of retaliatory conduct against the person lodging a complaint will also be subject to disciplinary action.

Hazing (the reckless or intentional endangerment of the emotional or physical health or safety of another student) will not be tolerated. Hazing includes any forced conduct which would result in embarrassment or which could adversely affect the emotional or physical health or dignity of another. Any student who engages in hazing will face disciplinary action.

Mask Wearing Requirements

Masks are welcomed and optional.

Public Displays of Affection

Physical contact other than holding hands or a brief hug or kiss is prohibited.

Reasons for Exclusion from School

[THIS](#) link contains information about policy 233, which requires us to publicly list all the reasons that a student might be suspended or expelled from school.

School Dress (Refer to [Policy #221](#))

Purpose

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.

Authority

The Board has the authority to impose limitations on students' dress in school. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or constitute a health or safety hazard.

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.

Guidelines

- It is our expectation that clothing will be clean, neat, and worn in its intended manner.
- All clothing must cover the torso and undergarments.
- Footwear - (e.g., shoes, flip flops, sandals etc.) must be worn at all times to meet health and safety laws.
- Students may not wear head coverings of any kind, including hats and hoods, unless worn for religious, medical or safety purposes.
- Winter coats, jackets, capes, and/or other outerwear should be placed in student lockers at the beginning of the day.
- Any attire, accessories, or images that suggest drug/alcohol use, portray a dual meaning, display obscenity/profanity, advocate violence, mayhem, or a violation of School Board Policy are prohibited.
- Clothing that might damage school property or harm others (e.g., items with spikes, clothing with hanging metal strips of material, etc.) are prohibited.
- Sunglasses, unless for medical reasons.

Enforcement

- If clothing or accessories do not meet these guidelines, students will be required to change/make a correction to come into compliance.
- If the student does not have an appropriate alternative to wear, their parent/guardian will be contacted and asked to bring a change of clothes to school.
- Every effort will be made to maintain the dignity of the student and minimize the loss of instructional time
- Administrative discretion may be used in matters of dress and grooming

Student Discipline (Refer to [MTSD Policy #218](#))

The Board finds that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment. Administrators and teachers shall maintain order in the school to facilitate learning by the student.

The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the school district during the time they are under the supervision of the school or at any time while on

school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities.

The Board shall adopt a Code of Student Conduct to govern student discipline. Students shall not be subject to disciplinary action because of race, sex, color, religion, sexual orientation, national origin or handicap/disability. Each student must adhere to Board policies and the Code of Student Conduct governing student discipline.

Off-Campus Activities:

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity. For example, a transaction conducted outside of school pursuant to an agreement made in school that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Consequences for Violation of Code of Conduct:

Level I:

Misbehavior that impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other support personnel.

Example infractions: tardiness to class, unexcused class absence, failure to complete assignments, academic dishonesty, classroom misconduct, disrespect to others, profanity/obscenity or abusive language or gestures not directed at any particular person.

Possible consequences: verbal reprimand, conference (parent, student, etc.), parental contact, teacher-assigned detention.

Level II:

Misbehavior that disrupts the learning climate of the school. Execution of Level 1 discipline options (including parent contact) has failed to correct the problem. Referral is made to an administrator.

Example infractions: repetition of Level I infractions after the teacher has called the parent; smoking policy violation, fighting, profanity or obscenity directed at a teacher or staff member, defacing school property, defiance, insubordination.

Possible consequences: parent/guardian conference, administrative detention, ISS or OSS.

Level III:

Acts that result in violence to another person or property, loss of property, or pose a direct threat to the safety of others.

Staff personnel who intervene in and/or observe such behavior will refer the incident to an administrator. Most of the time these acts will be considered criminal in nature and may require the intervention of law enforcement personnel.

Examples of infractions: repetition of Level I and II infractions; possession or sale of stolen property; bomb threats; false fire alarm; arson; possession, use or transfer of a weapon; possession or use of an irritant (e.g., stink bomb); possession, use or sale of alcohol or other controlled substances; other crimes listed in the *Pennsylvania Crime Codes*.

Possible consequences: restitution of property or damages, prosecution, suspension, expulsion. (See Student Code of Conduct online for more information.)

Tobacco Use/Electronic Cigarettes (Refer to MTSD [Policy #222](#))

Students are prohibited from using or possessing any type of tobacco or nicotine products on all MTHS and MTSD properties. “Tobacco” includes a lighted or unlit cigarette, cigar, cigarillo, little cigar, pipe or other smoking product or material and smokeless tobacco in any form including chewing tobacco, snuff, dip or dissolvable tobacco pieces. “Nicotine” shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means. A nicotine delivery product shall mean a product or device used, intended for use or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.

Any student who violates the tobacco policy, whether by use or possession, will be fined and may be assigned disciplinary consequences; they may be referred to the SAP team and/or the School Resource Officer for prosecution.

Weapons (Refer to MTSD [Policy #218.1](#))

A student shall not possess, handle or transport a weapon or look-alike object that can reasonably be considered a weapon at any time on Manheim Township School District property, bus stop, or at any school sponsored activity. (Sprays, irritants or “stink bombs” endanger public safety and welfare and are considered weapons.)

Violation of this policy will make the student liable for suspension or expulsion. (Refer to [Policy #233](#))

Any student with knowledge of a weapon in the building is asked to immediately notify a teacher or administrator.

Any student that is at school and finds him/herself to be in possession of any object that may be considered a weapon or look-alike weapon should immediately self-report to a teacher, counselor or administrator. Doing so may minimize any consequences that might be assigned.

VII. STUDENT SERVICES

Elevators

Elevators are for students, staff and visitors who have a short or long-term medical need that prevents them from taking the stairs. Elevators are not for general use. Students who use the elevators are required to have a doctor's note stating the reason and the length of time for using the elevators. The school nurse will issue a pass to utilize the elevators.

Insurance

There are two types of student medical insurance that may be purchased through the school. The **school-time policy** covers any accident while on the way to or from school or while on school property during regular school hours or while attending a school-sponsored event. The **24-hour policy** offers coverage around the clock. As supplemental insurance, the school policies are excess policies - they pay the first \$100 of eligible claims and consider the remainder of the claims not covered. Cost is assigned each year and may vary from one year to the next.

Library

The goal of the Manheim Township High School Library is to provide students with the 21st century information skills needed to evaluate, access, and use information to meet their personal and curricular needs. The Library provides access to print and digital resources to support the high school curriculum and library patrons' personal interests. Access to these resources is available 24/7/365 through the Library website.

The high school library staff work with students and staff to provide training and support in the use of the library's resources to meet the needs of the school's curriculum.

The library has a core collection of over 20,000 titles and over 10 databases. MTHS is a founding member of the local ACCESS PA group and is an ACCESS PA POWER LIBRARY member. Library patrons may access the POWER LIBRARY databases at home by using their public library card. All other databases have passwords that are available in the library. Databases cover a number of topics. The library also provides an online bibliographic tool - NoodleTools. This resource provides faculty the opportunity to have students create their bibliographic citations, notecards and annotations online and then share that work with the teacher digitally. Interested faculty should see the librarian for training on this and any other library subscription database. A link to all of the library databases is on the school website and can be found under the Library and Media Links button.

Library Passes: For students who wish to check out a book or quickly print a document, please have a pass or a signed student agenda for your student. When students are coming to the library from a study hall, they must sign up in advance using the link on the Library website.

Hours: The library's hours during the school year are 7 a.m. to 3 p.m. Before and after school are excellent times to visit the library to plan research lessons with the librarian.

AV and Technology: The library maintains a collection of video data projectors, digital cameras, and video recorders as well as a 3D printer, silhouette machines, green screens and collaboration stations for faculty and student use.

Freshman Orientation: All freshmen receive an orientation to the library and its rules and procedures during their English class early in the fall semester.

Study Hall: The library is a place for students to attend during a study hall period. Students must sign up for the period using the form on the Library website. Students may read for pleasure, work on homework, or use the various resources in the library. Students are expected to stay in the library for the entire duration of their study hall period. Students who wish to check out a book during their study hall periods and did not sign up for the period, may attend the library with a pass or signed student agenda and may stay for 10 minutes.

Lockers - (Refer to MTSD Policy #226)

All students are assigned a hall locker with a lock. Locks are also provided for all gymnasium lockers. Hall lockers and gym lockers are loaned to students for use during the school year. **Lockers are the property of the school.** Since lockers are used to secure personal belongings, students are not to share lockers and/or combinations with

other students. At all times, lockers should be locked with valuables secured. Students will be given the opportunity at the end of the year to clean out their lockers. If a student's locker is missing a lock, there is a \$6.50 charge.

If there is reasonable suspicion that a school rule or a state or federal law has been violated, lockers will be opened and inspected by school personnel. In addition, lockers are subject to periodic, random, canine and/or directed searches by school personnel.

School Pictures

Individual student photographs are taken in the fall to produce student ID cards. Parents are under no obligation to purchase photographs. All students must have their picture taken for the school database and to receive their official school photo ID. Student ID's are used to purchase breakfast and lunch, check out items in the Library and as entrance into many school events. All students will receive a lanyard and ID holder that must be worn at all times to display their student ID while in the school building.

Student Assistance Program (SAP)

SAP is an early intervention program designed to identify students who are experiencing problems that affect their school performance. Student Assistance Program team members are educators who have received specialized training in the areas of adolescent development, suicide prevention and intervention, chemical dependency, mental health, and other barriers to student learning.

The two primary goals of the program are (1) to intervene early before problems become destructive or unmanageable and (2) to link students with the appropriate sources of support in both the school and community. It is important to emphasize that Student Assistance is **not** a disciplinary program and participation is voluntary. The program is designed to provide caring support to students.

Referrals may come to the program from students, teachers, counselors, family members, or any other concerned person. A referral form can be obtained in the school counseling office, online through the school counseling resources, via QR codes hanging throughout the building or by using the link below - all contacts with the Student Assistance Program are confidential.

https://docs.google.com/forms/d/1mHNZrGIlp5LnpUk_wiK5zlmvggtIvet7s3SGVvp0rYY/

VIII. TRANSPORTATION

Buses (Refer to MTSD Policies #810, #810.2)

Buses will depart at approximately 2:40 p.m. Monday through Friday. Students are expected to observe all rules as outlined by the MTSD Transportation Department. Riding MTSD transportation is a privilege. Any violations of school policy and/or rules on the bus or at the bus stop may be cause for temporary or permanent removal from the bus. Bus drivers are authorized to assign seats. Rule violations will be reported to an administrator and may result in the loss of bus riding privileges in addition to other disciplinary consequences. **The district does not permit students to ride buses (to and/or from school) other than those assigned to them.**

A student's bus assignment may be changed permanently or temporarily if the request is made in writing by a parent or guardian and is approved by the principal and district transportation office. These changes may be permanent (e.g., moving within the district), long-term (e.g., child care arrangements or changes after transportation arrangements have been made), or short-term (e.g., family illness or temporary childcare).

Cars – Driving & Parking

Junior and senior students are allowed to drive cars to school and park on the premises if they:

1. Register each vehicle on an official registration form with proof of a license and insurance. A registration fee will be assessed at the time of registration. A hangtag will be issued by the office, showing that the car is registered.
2. Complete and sign the Parking Agreement and Mandatory Random Drug Testing consent forms.
3. Display the hangtag on the rearview mirror.
4. Park only in their assigned student lot.
5. Are especially careful of all pedestrians.
6. Report the driving of a vehicle, different from the one that has been registered, to school to the Main Office upon arrival.
7. Do not go to vehicles during school hours without permission from the office.
8. Drive safely, obey posted speed limits, and follow all traffic/parking rules.
9. Remain clear of school bus and parent drop-off areas before and immediately after school to help eliminate congestion in these areas.
10. Do not drive off the road, cut through a parking lot or drive on a sidewalk.
11. Maintain a clean discipline record and are free of any financial debt(s) to the school.
12. No unsafe or reckless driving; all passengers are the responsibility of the driver.
13. Please report all accidents, minor or major, to the Main Office immediately.

Violations may result in fines and/or the loss of driving/parking privileges and/or citation by the Manheim Township Police Department. The campus roads are also municipal roads and are subject to the same enforcement as other township roads. Parking is on a first-come/first-served basis. While school is in session, any unauthorized, unregistered and unattended vehicle on school property may be towed or immobilized and the driver fined \$15.00 (*Pennsylvania Vehicle Code Section 3353*).

School parking lots are Manheim Township School District property. Vehicles parked on the property are subject to all rules and regulations of the school district and the Commonwealth of Pennsylvania, and may be searched if there is reasonable suspicion that a school rule or a state or federal law has been violated. Random canine searches may also be performed.

MTHS is not responsible for the safety or security of vehicles parked on school property or for loss due to theft, vandalism, or any act of nature or accident. Refer to *Parking Lot Regulations and Vehicle Registration Guide* for complete information.